



Beverley Minster
C.E. Primary School

Intimate Care Policy

Effective date:	Autumn 2026
Date Reviewed:	September 2026
Date Due for Review:	September 2029
Contact Officer:	Headteacher

Be your best at Beverley Minster.

**‘Encourage one another and build each other up.’
I Thessalonians 5:11**

Beverley Minster CE Primary School Intimate Care Policy

This policy represents the agreed principles for intimate care throughout EYFS and (where appropriate) the rest of the school. This policy has been agreed by all staff and governors within the school.

Introduction:

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

Principles

It is essential that every child is treated as an individual and that care is given as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times. Staff should endeavour to encourage pupils to achieve independence in developing their own personal care.

Definition

Intimate care is one of the following:

Supporting a pupil with dressing/undressing

Assisting a pupil requiring medical care, who is not able to carry this out unaided

Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Supporting dressing/undressing

It is often necessary within EYFS for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing independently before assisting them. This ad-hoc care will not require an individual intimate care plan.

Toileting procedures

Our approach to best practice is to support the child to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This will include, for example, giving the child the responsibility for wiping their own bottom and washing their hands. We would encourage parents/carers to practice this at home with their child in preparation for nursery/school.

Intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the Foundation Stage may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves **(Appendix I)**. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carers or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted, the Head Teacher/Deputy Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When having physical contact with a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are cleaned up and disposed of appropriately
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

A brief summary of the care provided is either given verbally to the parent/carers or recorded on the proforma in Appendix II and the parent must be informed. A Personal Care Plan is available should this become necessary (Appendix III)

Hygiene

All staff must be familiar with normal precautions for avoiding infection, follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

Gaining a verbal agreement from another member of staff that the action being taken is necessary

Allow the child a choice in the sequence of care and the level of support needed (Appendix IV)
Be aware of and responsive to the child's reactions
A member of staff changing/showering will be supported by another member of staff at all times.

Safeguards for children

There is an obligation on schools to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Beverley Minster CE Primary School have undergone appropriate checks as set out in the document: Keeping Children Safe in Education.

Monitoring and Evaluation of the Policy

This policy will be reviewed regularly, within the cycle of policy reviews or in the light of changes to the law or current practice. Any amendments will be presented to the whole staff and approved by the Local Governing Body.

Appendices

I Parental Permission for Intimate Care

II Intimate Care Log

III Personal Care Plan

IV Toilet Management (for discussion between staff and parents/carers/child)

APPENDIX I Parental Permission for Intimate Care

Name of Child	
Male/Female (at birth)	
Date of Birth	

I understand that:

Should the need arise I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, following toileting or assisting them with changing for PE.

I will advise the school of any medical complaint my child may have which affects issues of intimate care.

Name_____

Signature_____

Relationship to child_____

Date_____

Appendix II

Beverley Minster CE Primary School

Record of Intimate Care for _____

**Written record to be kept and parent/carer informed if they have not been informed verbally.*

[illegible]

Appendix III – Personal Care Plan

Child's Name_____

Class/Year Group_____

Name of Staff Involved_____

Date the plan is created_____

Review Date_____

Description of Need

Equipment required

Location of suitable toilet facilities

Support required

Frequency of support

Working towards independence

Child will try to/be encouraged to:	Staff member will:	Target achieved (date)

Signed _____ Parents/Carers

Signed _____ Member of Staff

Signed _____ Child (if appropriate)

Appendix V – Toilet Management (for discussion with school and parents/carers)

Parents/Carers

- Agreeing to change the child at the latest possible time before coming to school
- Providing spare nappies, wet wipes, and a change of clothes
- Understanding and agreeing the procedures to be followed during changing at school Agreeing to inform school should the child have any marks/rash
- Agreeing how often the child should be routinely changed if the child is in school for the day and who will do the changing
- Agreeing to review the arrangements, in discussion with the school, should this be necessary Agreeing to encourage the child's participation in toileting procedures wherever possible.

The school:

- Agreeing to change the child should they soil themselves or become wet
- Agreeing how often the child should be routinely changed if the child is in school for the full day and who would be changing them
- Agreeing a minimum number of changes
- Agreeing to report to the Head Teacher/Deputy Head Teacher or SENDCO should the child be distressed or if marks/rashes are seen
- Agreeing to review arrangements, in discussion with parents/carers, should this be necessary Agreeing to encourage the child's participation in toileting procedures wherever possible Discussing and taking the appropriate action to respect the cultural practices of the family. Where appropriate, parents and school will need to discuss and agree a toilet training programme.